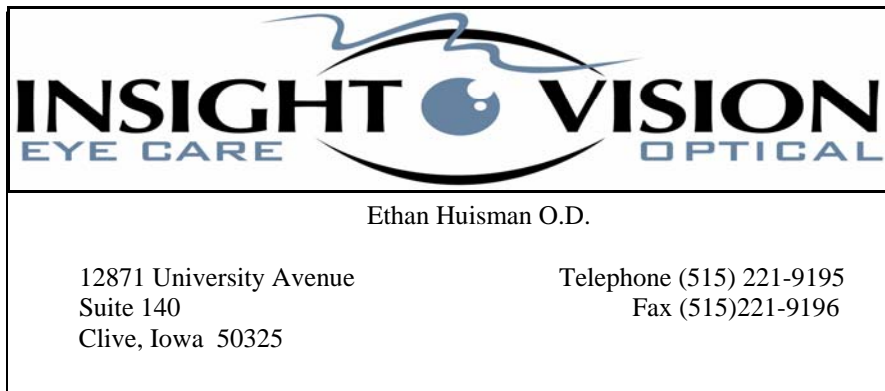


CCM Employee's / Directions for Obtaining Safety Glasses

1. Obtain a current prescription from your eye exam provider.
(Note: current prescription is required; eye exams **are not** covered by the State)
2. Obtain a standard Purchase Requisition Form, your supervisor signature is required.
3. Once your supervisor signs the Purchase Requisition Form, the completed form will be sent to Shirley Walker in the CCM Administrative Office. Shirley will assign a purchase order number and transfer it onto the AO Safety Order Form. The name of the supervisor on the Purchase Requisition Form will also be transferred onto the AO Safety Order Form.
4. Once you receive the completed AO Safety Order Form, you will need to take it to one of the approved AO safety glasses outlets listed below.
5. AO Safety prescription safety glasses will be shipped directly to the vendor for distribution.

Outlet for Safety Glasses (06- 01- 07 thru 5-31-08)

1. Local vendor:



Additional AO Vendors throughout the State of Iowa are available by contacting Cindy Houlson in the Facilities Management Center Safety Office, or call 281-0181.